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**Road Safety Policy Guidelines for Government
Ministries, Departments and Agencies (MDAS) In Kenya**

NTSA

2020

NTSA

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**ROAD SAFETY POLICY GUIDELINES
FOR GOVERNMENT MINISTRIES,
DEPARTMENTS AND AGENCIES (MDAs) IN KENYA**

**TO SUPPORT
ROAD SAFETY MAINSTREAMING**

2020



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Definitions of terms

Community-refers to all Government employees, prospective employees of the Public sector; Clients, contractors, consultants, facilitators, members of the public and visitors at any GOK institution including training institutions who will be engaged directly or indirectly in road safety activities

Employee means a person who works for Government under a contract of employment;

Exposure means the amount of a workplace vulnerability to injury as a result of road traffic incidence;

Near misses missed collisions

Outputs - comprise specific products or services (immediate results of an activity) in a given period

Performance Indicator – Is one of the measurable variables by which the performance of an MDA is assessed.

Road Traffic injuries (RTI) injuries related to road traffic collisions, they could be fatal, serious or slight

Road Traffic crash vehicle collision resulting in injury

Road Traffic fatalities deaths related to road traffic crashes

Safety belt includes any driving strap or rope;

Work place includes, any land, premises, location, vessel or thing, at, in, upon, or near which, a worker is, in the course of employment;

Road safety policies strategic directions and plans to address road safety challenges

Road users- anyone who uses a road, such as a pedestrian, cyclist or motorist and is exposed to certain road safety risks

Traffic crashes, injuries and fatalities (deaths)- in this document a **crash** is defined as a road traffic collision that resulted in an injury or fatality. **Injury** refers to non-fatal cases from a road traffic crash.

Fatality Death is defined as a road traffic crash in which one or more persons involved in the crash died immediately or within 30 days of the crash.

Abbreviations

BoM	Board of Management
CS	Cabinet Secretary
GoK	Government of Kenya
HoD	Head of Department
GDP	Gross Domestic Product
ILO	International Labor Organization
KeNHA	Kenya National Highways Authority
KURA	Kenya Urban Roads Authority
KERRA	Kenya Rural Roads Authority
LMIC	Low and Middle Income Countries
MDAs	Ministries, Departments and Agencies
MOH	Ministry of Health
NTSA	National Transport and Safety Authority
PC	Performance Contract
PPEs	Personal Protective Equipment
PS	Principal Secretary
RTIs	Road Traffic Injuries
WHO	World Health Organization
WIBA	Work Injury Benefits

FOREWORD

The UN General Assembly resolution 64/255 of March 2010 proclaimed 2011–2020 the Decade of Action for road safety, with a global goal of stabilizing and then reducing the forecasted level of global road fatalities by half (50%) by increasing activities conducted at National, Regional and Global levels. The resolution calls upon Member States to implement road safety activities, particularly in the areas of road safety management, road infrastructure, vehicle safety, road user behaviour, road safety education and the post-crash response. The Plan for the Decade recommends the creation of multi-sectoral partnerships and designation of lead agencies with the capacity to develop and lead the delivery of national road safety strategies, plans and targets, supported by the data collection and evidential research.

As a result, many countries have continued to develop and implement sustainable road safety strategies, programmes and policies to address the road safety challenge. Kenya is a signatory to this Decade of Action. Taking cognizance of this therefore, the Government established the National Transport and Safety Authority by the NTSA Act of 2012, as a lead agency on matters road safety.

Road Traffic injuries (RTIs) remain a serious challenge and are among the ten leading causes of death globally, causing more than 1.35million deaths a year and 20-50 million injured or disabled persons, majority of whom are economically active. The burden of RTIs is disproportionately high in low- and middle-income countries, with an estimated economic loss as high as 3%-5% of affected country's Gross Domestic Product (GDP). In Kenya, about 3,000 road deaths occur annually and cost the country up to Kshs.300 Billion (about 5% of GDP). This loss is devastating and demands for action. Unfortunately Road Safety has not been highly prioritized and mainstreamed in Government Programmes.

These Road Safety Policy Guidelines represent the crystallization of the lessons learnt and best practice. The purpose and process espoused in this publication is to build synergy among Government Ministries, State Departments and Agencies (MDAs) and their capacity to develop, implement, own and sustain their Road Safety Policies that will promote road safety in the Public sector, prevent and reduce road crashes and fatalities in Kenya. The guidelines provide simple easy to read procedures detailed in **Seven (7) Sections**, for developing a workplace policy on Road Safety and implementation plan. **Section three (3)** of the guidelines discusses comprehensively the Road safety focus areas to be adopted as internal policies by MDAs and incorporated in their policy document and plans.

I wish to record my sincere appreciation to the Performance Management and Monitoring Unit for including **Road Safety Mainstreaming** as a Key Performance indicator in the FY 2020/2021 Performance Contract. These guidelines will ensure a continued and sustainable response to Road safety as a workplace issue.

George Njao

Director General
National Transport and Safety Authority (NTSA)

SECTION 1

1.0 INTRODUCTION

1.1 The National Transport and Safety Authority (NTSA)

The National Transport and Safety Authority (NTSA) is a state Agency established by an Act of Parliament in 2012, as the lead agency in road safety issues in Kenya. The establishment of the Authority is also in line with the UN Decade of Action for Road Safety 2011-2020, which recommends that countries improve management of road safety by creating multi-sectoral partnerships and designate lead agencies with the capacity to develop and lead the delivery of national road safety strategies, plans and targets, underpinned by data collection and evidential research to assess and monitor implementation of road safety strategies. The overall target of the UN decade of Action is to reduce road traffic fatalities by half by the year 2020.

The National Transport and Safety Authority (NTSA) mandates are to:

- 1) advise and make recommendations on matters relating to road transport and safety,
- 2) implement policies relating to road transport and safety,
- 3) plan, manage and regulate the road transport sector in accordance with the provisions of the Act, and,
- 4) ensure the provision of safe, reliable and efficient road transport service, and
- 5) administer the Act of Parliament set out in the First Schedule and any other written Law

In performance of these functions, the Authority is mandated to:-

- 1) register and license motor vehicles,
- 2) conduct motor vehicle inspection and certification, regulate public service vehicles,
- 3) advise the Government on national policy with regard to road transport sector,
- 4) develop and implement road safety strategies,
- 5) facilitate the education of members of the public on road safety, conduct research and audits on road safety,
- 6) compile inspection reports relating to traffic accidents,
- 7) establish systems and procedures for, and oversee the training, testing and licensing of drivers,
- 8) formulate and review the curriculum of driving schools, and

- 9) Coordinate the activities of persons and organizations dealing in matters relating to road safety.
- 10) Perform such other functions as may be conferred on it by the Cabinet Secretary or by any other written Law

1.2. THE BURDEN OF ROAD TRAFFIC CRASHES AND INJURIES

Road Traffic injuries (RTIs) are among the ten leading causes of death worldwide. They impede the economic wellbeing and macroeconomic performance of Nations, causing more than 1.35million deaths a year and 20-50 million injured or disabled persons, majority of whom are economically active and working populace. The burden of RTIs is disproportionately high in low- and middle-income countries (LMIC). The estimated economic loss due to RTIs is as high as 3%-5% of affected country's Gross Domestic Product (GDP).

In Kenya, about 3,000 road deaths occur annually and cost the country up to Kshs.300 Billion (about 5% of GDP). Statistics from the Department of Civil Registration show that about 6,500 persons die because of road traffic injury every year and many more are injured. This is largely attributed to Road safety management and coordination challenges in implementing road safety strategies. Road Safety has not been given high level priority across Government Programmes and therefore not mainstreamed. Consequently, Road Safety programmes are significantly underfunded. Low levels of road safety awareness among road users, increase in motorization without commensurate improvement in road safety strategies and land use planning are other compounding factors. These losses are tragic hence the urgent need for action to mainstream road safety to improve the situation. Road safety is a Sustainable Development Goal (SDG), and all countries across the globe are called upon to develop and implement multi-sectoral, sustainable road safety strategies and programmes to achieve this goal.

There are a number of road safety risk factors that have been found to cause these crashes and injuries. These range from speeding, driver fatigue, drunk driving, inadequacies in driver training and recruitment, road engineering challenges, environmental conditions, low levels of awareness on road safety, vehicle conditions among others.

Committed management of road safety in the Public Sector will therefore ensure synergized efforts towards reducing the risk of work place road traffic crashes and collisions. Currently road safety is not mainstreamed in Government policies and programmes. MDAs do not therefore have internal Road Safety Policies (RSPs) to assist in integrating road safety in Government programmes. Having in place internal Road Safety Policies hence is key in pro-actively managing work place RTIs. Fewer road incidents also means less days lost due to injury, fewer repairs to vehicles and increased employee's productivity.

1.3. ROAD SAFETY MAISTREAMING KEY PERFORMANCE INDICATOR (KPI) IN FY 2020/2021 PERFORMANCE CONTRACT

The National Transport and Safety Authority (NTSA) is committed to mainstreaming Road Safety in Ministries, State Departments and Agencies (MDAs) , through a multi-sectoral approach that will ensure that road safety issues are made an integral part of all Government programmes/projects. MDAs are required therefore to actively engage in developing and executing plans and activities that contribute to the prevention and management of Road Traffic injuries and fatalities in Kenya. The overall goal is to substantially reduce the burden and severity of road crashes in Kenya, which is currently estimated at annual loss of 3,000 lives and 10,000 injuries, and a corresponding equivalent loss of 5% of GDP.

As per their Performance Contract targets, MDAs will be expected to undertake the following :

- i. Develop a work place policy on road safety. This will be anchored on the guidelines provided in the NTSA website (www.ntsago.ke). (25%)
- ii. Prepare an annual implementation plan for the Road Safety Policy. (5%)
- iii. Implement the plan. Key components include the following: (50%)
 - a. All technical Agencies will establish a Road Safety Unit while other MDAs will constitute a Road Safety Committee to steer road safety mainstreaming within the MDAs
 - b. Conduct a technical training for members of the road safety Unit/Committee
 - c. Sensitize the Management team and all members of staff on road safety

- d. Conduct specialized safety training for road users
 - e. Conduct Road Safety training in the community
 - f. Include mechanism for monitoring compliance and reporting non-compliance on the road (This include reporting black spots, belting up, observing speed limits, lane discipline, reckless driving, crashes, among others as stipulated in the policy)
- iv. Submit quarterly reports to NTSA in prescribed format (to be downloaded from the NTSA website) within the Month after the end of the quarter. (20%)

Every government ministry, department and agency shall establish annual key performance indicators based on the National indicators provided by NTSA and approved by the Performance Contracting Unit as listed above and described in the Performance Contracting Guidelines for the FY 2020/202

SECTION 2

2.0. THE ROAD SAFETY POLICY GUIDELINES

2.1 PURPOSE AND SCOPE OF THE ROAD SAFETY POLICY GUIDELINES

2.1.1 Purpose

The purpose of these Road Safety Policy Guidelines is to assist all MDAs in developing and implementing effective and efficient Road Safety Policies that will promote road safety in the Public sector, prevent and manage road crashes and fatalities in Kenya. The guidelines provide you with clear and simple procedures for developing a workplace policy on Road Safety and subsequent guidance on developing and implementing a workplace programme on Road Safety. This publication contains specimen and supporting documents to provide greater clarity to users.

2.1.2 Scope

All Government employees, prospective employees of the Public sector; Clients, contractors, consultants, facilitators and visitors at any GOK institution including training institutions will benefit from these guidelines and will use these guidelines to spearhead the process for the development and implementation of a policy on Road Safety, at national, county, or sectoral level. The guidelines will be a reference point for the public sector road safety programmes and as well as to Non-Government entities interacting with Government business.

This will ensure that road safety issues become an integral part of Government business, policies and objectives and creates effective and sustainable road safety performance in the whole country. Commitment to the policy should be demonstrated at all levels of MDAs, including the policy being signed by Senior Government Officials. The policy shall be reviewed annually and, where evidence supports an action, the policy shall be updated to enhance effectiveness.

2.1.3. OBJECTIVES

- 1) To provide a framework for mainstreaming of road safety in Ministries, State Departments and Agencies that will ensure road safety issues are an integral part of all activities across all Government programmes through MDAs actively engage in developing and implementing policies and activities to prevent and manage Road Traffic injuries and fatalities
- 2) To reduce the number of actual or potential road traffic crashes and injuries involving public sector employees and increase their productivity as fewer days are lost due to injuries
- 3) To enhance compliance with the traffic law and regulations and minimize risks of penalties and conviction for traffic offences.
- 4) To promote a culture of safe driving among Government vehicle drivers and staff in order to prevent and minimize road traffic crashes and injuries involving public sector employees.
- 5) To reduce and control costs, such as wear and tear, fuel, insurance premiums, legal fees and claims from employees and third parties, fewer vehicles off the road for repair as a result of road crashes and injuries.
- 6) To provide a mechanism for informed road safety decisions about driver training, staff road safety induction and sensitization; and vehicle purchase and identifying where health and safety improvements can be made
- 7) To protect staff , reduce work-related ill health, stress and improves workplace morale and wellbeing
- 8) Provide effective tools for work place road safety monitoring, evaluation and documentation.
- 9) To promote sensitization and awareness campaigns on the Road Safety risk factors among the employees
- 10) To increase public (customer) confidence in Government business
- 11) To reduce environmental impact i.e. less pollution if vehicles are well maintained

2.1.4. ADVANTAGES OF HAVING ROAD SAFETY POLICIES IN MDAs

There are numerous advantages when MDAs institutionalize Road Safety in their programmes.

These include:

- 1) Reduction in the number of actual or potential road traffic crashes and injuries.
- 2) Safe employees on the road means increased levels of productivity and overall improvement to the country's overall GDP.
- 3) Control over costs, such as wear and tear, fuel, insurance premiums, legal fees and claims from employees and third parties, fewer vehicles off the road for repair
- 4) Compliance with the traffic law and regulations and therefore reduced risk of traffic offences and consequent penalties
- 5) Fewer days lost due to injury or work rescheduling hence improved productivity
- 6) Less chance of key employees being suspended or blacklisted from driving as a result of traffic offences
- 7) Informed decisions about matters such as driver training and vehicle purchase and identifying where road safety improvements can be made
- 8) Protects staff , reduces stress and improves workplace morale and wellbeing
- 9) Increased public (customer) confidence in Government business
- 10) Enhances a culture of safe driving. Drivers working with an organization that has a framework for, and specific rules on, road safety are more likely to adopt safe driving habits than independent commercial drivers.
- 11) Reduces overall environmental impact i.e. less pollution if vehicles are well maintained

2.1.5. THE LEGAL AND REGULATORY ENVIROMENT

The following Acts and Regulations are the guiding Framework for implementation of the Road Safety Policy Guidelines

- I. **The NTSA Act 2012**
- II. **Traffic Act.** The Act sets out all traffic offences and penalties
- III. **The Occupational Safety and Health ACT, 2007** provides for the safety, health and welfare of workers and all persons lawfully present at workplaces.

- IV. This includes driving or riding at work, whether in a company vehicle, a hired vehicle or the employee's own vehicle.
- v. **The Kenyan constitution 2010.** Espouses the rights of every Kenyan citizen including protection to the fundamental right to life
- V. **Work Injury Compensation WIBA 2007 Act** sets out a compensatory framework for all work related injuries
- VI. **Radiation Protection Act (Cap.243).** Sets forth guidelines to transport and securement of Hazardous materials.
- vii. **Pharmacy and Poisons Act (Cap. 244)** . Highlights prescriptions and effects of use of certain pharmaceutical drugs some that have effects on drivers while on the road

2.2. GUIDELINES FOR DEVELOPING AND IMPLEMENTING WORKPLACE ROAD SAFETY POLICIES AND PROGRAMMES

1) Who should be involved in the policy development process?

The process of developing the Road Safety workplace policy must be a collaborative one. The process must involve senior management and staff as much as possible and guidance from knowledgeable persons (experts) where appropriate. The process of social dialogue will ensure that the policy content is representative of its target population and issues. Meaningful participation by staff and key stakeholders in the development of their own policy, will encourage ownership of the policy and the commitment to implement its provisions.

2) THE PROCESS

Step 1: Mobilization of a management and coordination committee or unit

All MDAs will be required to establish Road Safety Committees (RSCs) or Road Safety Units (RSUs) to coordinate the process of developing Road Safety Policies in their jurisdictions. Establishment of RSCs and or RSUs will be as per the classification of MDAs in **Appendix 6:**

The RSCs and RSUs will be formed and functions as per the guidelines provided in **Appendix 4 and 5** of these Road Safety Policy Guidelines.

Step 2: Obtain high-level approval

MDA high level approval at the outset will ensure necessary support towards drafting, approval and subsequent implementation of the Road Safety policy. The policy initiator will be the RSC Chair/coordinator or the RSU head.

Step 3: Plan and conduct a Skills-building meeting or Workshop where appropriate

These meetings are central to the development of the Road safety Policy as they allow interaction and exchange of ideas that will enrich content development.

Step 4: Establish a policy-drafting core group

The core drafting group should be drawn from the membership of RSU or RSC. The lead person in this setting could be the Road Safety mainstreaming focal person or champion in the MDAs. Involve an expert/consultant/NTSA as far as is possible and practicable.

Step 5. Prepare a first draft of the policy and convene a review meeting

The drafting team will present the initial draft for review by the RSC or RSU members

Step 6: Finalize draft policy and submit for adoption

The drafters or consultant where possible, will revise and finalize the policies, based on the discussions and recommendations from the review activity. The lead person or committee will submit the final draft for the full RSC's or RSU's approval, adoption and implementation, in accordance with the institution's protocols.

Step 6: Development of Implementation Plan

Once the policy has been finalized, approved and signed off, an annual implementation plan of the policy is developed and executed.

Step 6: Sharing the road safety policy with NTSA

Share the final road safety policy with the NTSA

SECTION 3

3.0. ROAD SAFETY POLICY AREAS

3.1. The guidelines provide an array of critical policy areas to be adopted by MDAs in formulating road safety policy. Implementation of these areas will significantly improve road safety and reduce the burden of road crashes and injuries in the country. The areas include:

- 1) Road Safety Management and Coordination
- 2) Driver recruitment and selection policy(eligibility to drive)
- 3) Staff Induction Policy
- 4) Speed management Policy
- 5) Vehicle management policy- Selection, Maintenance and inspection
- 6) Vehicle Crash Involvement Policy
- 7) Incentives and Disincentives Policy
- 8) Training, sensitization and Education Policy
- 9) (Anti-)Drunk Driving Policy
- 10) (Anti)Drug Driving/smoking Policy
- 11) Fatigue Management Policy
- 12) Seatbelts wearing Policy
- 13) Driver Management Policy
- 14) Journey planning
- 15) Incident and accident reporting and management Policy
- 16) Staff Welfare Policy
- 17) Breakdown and recovery Policy
- 18) Use of mobile phone
- 19) Ethics and etiquette

Table 1: Table showing Road safety policy areas, objectives, description of actions and verifiable indicators for MDAs

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
1.0	Road Safety Management and Coordination	To manage road safety mainstreaming plans and activities effectively and efficiently in the MDAs	• Implementation of the work plan on road safety mainstreaming • establishing and sustaining collaboration and partnerships to support road safety programmes • coordination of development and implementation of road safety policies	• Policy in place • RSUs and RSCs established and operationalized • Linkages between stakeholders operational • Work plans implemented	• Monitoring and evaluation reports • Policy documents • Work plans
2.0.	Driver recruitment and selection policy(eligibility to drive)	To employ drivers based on safe driving records and road safety awareness levels.	• Specifying a safe driving record as a mandatory requirement in GoK job descriptions • Having job applicants provide details of their driving record, including crashes and traffic infringements. • Assessing an applicant's attitude to safety during the job interview • Verification of an applicant's driving licence with NTSA before hiring them.	• Policy in place • More qualified personnel available • Competence in driver management in the MDAs increased • Improved driver recruitment and selection process based on competence and merit • Number of eligible staff recruited	• Policy documents • Reports

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			• Verifying applicants' driving records with previous employers. • Requiring applicants to undergo a practical driving assessment • All applicants to be medical fit to drive • Mandatory defensive driving program		
3.0	Staff Induction Programs Policy	To induct all new staff using an official program on their roles and responsibilities relating to road safety.	• Ensuring that all new employees undergo a formal induction program that includes road safety policy and procedures. • Having an induction program for supervisors that includes road safety and their responsibilities. • Having a program for training new employees in the operation of their vehicle and highlight safety features if the vehicle. • Having a driver competency assessment program for new employees.	• Policy in place and is functional • Competence in road safety management among the staff increased • Number of staff inducted	• Policy documents • Reports on trainings • Documented meetings

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
4.0	Speed Management Policy	To minimize speed related traffic collisions	The policy guidelines recommends the following as relates their drivers ,staff and fleet: • Adherence to all regulatory speed limits on the roads • The speeds to be reduced to 30kph in areas with high number of pedestrians i.e. around schools, hospitals, markets, estates etc. • Speed limiters to be fitted in the official vehicles • Speeds be monitored internally 24/7 in ALL official vehicles and the MDA to have clear internal mechanism to deal with violations • Repeat offenders to be given to the Authority for DL cancelation/revocation/suspension and profiling • The Company to have NO policy to	• Policy in place • Increased levels of compliance to speed regulations • Reduced road traffic speed related incidences • Reduced or zero cases of traffic offenders - drivers with canceled Driving Licenses or with court cases that are speed related • Speed monitoring systems in place	• Policy documents • Incidence reports

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			encourage/incentivize drivers to speed on the roads • Constant training/sensitization on speed management • All staff, clients and relevant stakeholders to be trained on speed as a risk factor.		
5.0	Vehicle Selection and Maintenance Policy	To ensure GoK vehicles are in safe operating conditions. Careful selection and maintenance of GoK vehicles will mean they are less likely to be involved in a crash, the occupants will be safer if there is a crash and there will be fewer breakdowns	• Adhere to best practice in selecting and maintaining GoK vehicles. • Adherence to the minimum body standards as envisaged in the NTSA Act and body building standards • Investigate fleet safety features and include relevant features in purchase specifications document fully maintenance procedures and records and include the sign-off of all repairs and alterations. • Fit speed limiter as recommended in the speed limiter standards	• Policy in place • Designated vehicle service providers available • Reported guidelines on vehicle selection and maintenance based on best practice	• Policy documents • List of designated vehicle service providers

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			• Periodic Motor Vehicle Inspections as per regulator guidelines. • Choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags • Fitting all vehicles with a first aid kit, a securely fitted fire extinguisher, seatbelts, and an emergency triangle • Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by: i. Servicing the vehicles according to manufacturers' recommendations ii. Setting up procedures where employees check their vehicle's oil, water, tyre pressures and general cleanliness on a monthly basis, then record the		

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			inspections on a pre-use check sheet iii. Keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way iv. Following the maintenance schedules in the vehicles' manuals v. Setting up a procedure to identify and rectify all defects no how matter how small, as soon as practicable.		
6.0	Vehicle Crash Involvement Policy	Maintain an efficient system of recording and monitoring overall fleet, individual driver, and individual vehicle crash involvement.	• Have comprehensive crash investigation and report forms • Monitor the following: number of crashes per year; number of driver-at-fault crashes; crash incidence per 100,000 vehicle kilometres (or similar); costs of repairs and replacements; costs per 100,000 vehicle kilometres (or	• Policy in place • Fleet monitoring and management system in place • Improved crash investigation and reporting system	• Policy documents • Crash investigation reports

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			similar); time lost due to crashes; rehabilitation costs. • Crash report forms to include recommendations and a timetable for implementing any remedial action. • Have crash report forms and crash kits in all vehicles. • Involve your staff in implementing remedial action and consult with those staff who will be affected. • Train appropriate staff in crash investigation. • Have a system to monitor and evaluate the success (or otherwise) of any remedial measures implemented. • Have a system to collect and analyze safety data on all GoK vehicles. • Report regularly to all staff on Gok vehicle safety performance.		

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
7.0	Incentives and Disincentives Policy	To reduce the crashes and injuries through driver behavior change initiatives -recognition of good driving	• Recognize good/bad driving performance through an official scheme of incentives and disincentives. Identifying positive and negative driver performance through incentive and disincentive schemes can motivate the employees to improve the MDAs safety record. • Monitor the driving performance of your employees. Not just crashes – also record all traffic infringements. • Have a system that enables members of the public to comment on the driving performance of your employees (eg phone numbers on the back of vehicles). • Provide staff with feedback about their driving performance. • Have a system to recognize and reward the good driving performance of staff.	• Policy in place • Feedback system in place-hotline numbers • Increased number of drivers with good performance • Number of penalties imposed on errand drivers • Number of staff rewarded • No of staff punished for bad behaviour	• Policy document • Evaluation reports

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			• Do this in front of their peers and publicize achievements throughout the company. • Link any overall staff incentive or reward system for road safety to the actual reduction in crash rates achieved. • Have a system to identify poor driving performance. • Have a system that imposes some form of penalty for drivers and/or their section/department.		
8.0	Training and Education Policy	To support training, education and development programs to produce safe road users	Training and Development: • Conduct a training needs analysis to determine what driver training programs would be best for your company. • Develop a policy on training and development. • Use any data you have on your drivers' performance to identify those would benefit from training programs.	• Policy formulated and implemented • number of trained staff • Increased level of awareness and competency in road safety among staff • Annual Training plan in place	• Policy document • Training reports • Number of trained staff

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			- Choose courses that have a component of on-road driving with supervised instruction in an actual road situation and also offer discussion about the human aspects or driving errors. - Consider varying levels of ability in your staff (including literacy) and adapt training programs accordingly. - Train all new and transferred employees. - Ensure all managers and supervisors are trained in their roles relating to road safety. - Investigate facilities and resources and use only suitably qualified and experienced trainers in your programs. - Develop training plans, implement them and evaluate them. - Document and record attendance and outcomes of all training courses.		

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			- Communicate results to your employees. - Provide refresher training programs as appropriate. - Ensure that all staff whose principal place of work is their vehicle have the opportunity to acquire basic first aid training. This will be useful for other staff also. Education: - Have a system that provides road safety information to all employees, from those who drive as part of their job to those who only drive to commute or in their off-work hours. - Your staff should know the current road rules, understand the effects of alcohol and pharmaceutical preparations, fatigue and speeding.		

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
9.0	(Anti-)Drunk Driving Policy Drink driving is one of the major risk factors associated with vehicular crash. About 25% of all road fatalities globally are attributed to alcohol. Alcohol use results in impairment producing: ➤ Poor judgement; ➤ reduced reaction time; ➤ Lower vigilance ➤ Decreased visual acuity; ➤ Depresses consciousness and respiration	To reduce drunk driving related road traffic crashes and injuries through Zero tolerance for alcohol in the workplace and journeys for all staff, clients and contractors	• Ensure that your drivers and staff are continually reminded about the effect of alcohol on driving performance. • Consider severe penalties for drinking and driving, including dismissal. • Zero alcohol whence driving at all times • Staff to be sensitized on drink driving risks • Consider alcohol breathalyzer tests on drivers before each journey • Establish public feedback mechanism on suspected drunk driving e.g through hotlines, social media. The reports should be acted on fully and keeping the confidentiality of the source • Liaising with the Authority to deal with drink drivers eg DL suspensions, revocation and cancellations.	• Policy formulated and promotional campaigns undertaken • Reduced number of drunk driving incidences • Drunk driving monitoring system in place	• Policy documents • Reports on drunk driving incidences

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
	All these affect the driving capacity of the driver.				
10.0	Anti-Drug Driving Policy Some of these drugs relevant to road traffic injury risk i. Illicit drugs (e.g. cocaine, heroin, methamphetamine, cannabis) are under international control and are largely produced and consumed for nonmedical purposes. ii. Prescription drugs (e.g. antidepressants, benzodiazepines, opioid analgesics) can be bought legally or prescribed by a doctor	To reduce drug-driving related road traffic crashes, injuries and fatalities involving the drivers, staff, clients and members of the public.	• Have an education program to ensure your staff are aware of the effect that drugs and some medications can have on driving performance. • Zero drugs on these drugs when driving • Drivers and management to be sensitized on prescription medications which may influence driving behaviour and capability • Drivers not to be forced to drive under these prescriptions medications • Drivers to report to their supervisors when on these medications • Drivers not to take medications/drugs without knowing the effects when driving	• Policy formulated and promotional campaigns undertaken • Reduced number of drunk driving incidences • Drug driving monitoring system in place • Awareness programmes on drug abuse implemented	• Policy documents • Reports on drug driving incidences

No	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of action</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
	for the management of acute or chronic medical conditions. This can often be misused and consumed for non-medical reasons –In this case it becomes illegal. iii. New psychoactive substances (e.g. synthetic cannabinoids, synthetic cathinones) are synthesized and consumed for nonmedical purposes with expectation of effects of well-known illicit drugs.		• Driver and management training.		

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
11.0	Fatigue Management Policy. Fatigue leads to a deterioration of driving performance, manifesting itself in slower reaction time, diminished steering performance, lesser ability to keep distance to the car in front, and increased tendency to mentally withdraw from the driving task. A number of crashes has been associated with fatigue.	To minimize fatigue related road traffic crashes and incidences.	• Ensure work schedules and rosters of staff who have to drive as all or part of their job should conform to the regulations as a minimum. • Educate your management staff and supervisors to plan work and meeting schedules to ensure your staff have sufficient rest before and when driving, particularly for long journeys. • ALL drivers to adhere to the maximum number of hours as a driver on long journeys • Have a System to monitor drivers to avoid fatigue including log in hours etc • Drivers and staff be given adequate time to rest between driving sessions • Staff training and sensitization on all matters fatigue and fatigue management • Drivers not to drive on sleep inducing drugs/medicine	• Policy formulated and promotional campaigns undertaken • Reduced number of fatigue driving incidences • Fatigue driving monitoring system in place • Awareness programmes on fatigue implemented • Journey planning systems in place	• Policy documents • Reports on fatigued driving incidences • Sensitization reports • Crash investigation reports

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			Crash investigations to include possible contributions of fatigue		
12.0	Seatbelts wearing Policy	To reduce injuries related to non-use of safety belts	- Educate your staff as to the dangers of not wearing seat belts - Have strict rules about wearing seat belts at all times and place reminder notices on dashboards, notice Boards etc.	- Policy formulated and promotional campaigns undertaken - Reduced number of none use of seat belts incidences involving drivers and staff - monitoring system in place - Awareness programmes on use of seat belts implemented	- Policy documents - Reports on driving unbelted by drivers and staff incidences
13.0	Driver Management Policy Human error is the main contributor of road crashes at over 85%.The biggest human error is attributed to the driver/s. These comprise driver	To reduce driver behavior related traffic collisions and injuries	- ALL drivers to comply with the Rules of The Road at all times - All drivers should be trained and licensed appropriately - Drivers to immediately notify their supervisor or manager if their driver license has been suspended or cancelled, or has	- Policy formulated and promotional campaigns undertaken - Increased number of competent and well trained drivers - Annual driver training plan in place - Annual medical checkup plan in place	- Policy documents - Reports on driver training - Reports on driver performance

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
	knowledge, skills, attitude, discipline, behavior, medical conditions among others.		had limitations/caveat placed upon it for any reason • All drivers should undertake periodic driver refresher training and re-training-including defensive driver courses. • All drivers should be medically fit to drive at all times • Drivers to be trained on soft skills including communications, road courtesy, customer care among others • Drivers are required to comply with driving hours regulations, have regular breaks while driving • Forbidding the use of mobile phones in vehicles while driving (including hands-free) • Drivers to carry out a full daily walk around check prior to using the vehicle	• Reduced number of drunk driving incidences • Drug driving, speeding monitoring system in place • Awareness programmes on alcohol and drug abuse implemented	

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			• Driver to display the highest level of professional conduct when driving a GoK vehicle • Drivers to regularly check the oil, tyre pressures, radiator and battery levels of GoK vehicles they regularly use • Drivers to assess hazards while driving and anticipate ‘what if’ scenarios • Drive within the legal speed limits, including driving to the conditions • Drivers to wear a seat belt and make sure all occupants wear their seatbelt at all times • Drivers to only drive when fit to do so • Drivers to never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness • Driver to report any near-misses, crashes and scrapes, including those that do not		

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
			result in injury, and follow the collision procedures outlined in this policy • Report vehicle defects before the next vehicle use • Drivers never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation • Drivers to take regular and adequate rest breaks and stop when tired • Drivers and safety managers to plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments • The Driver must not carry loads for which the vehicle is unsuited, or unauthorized passengers or excess passengers than there are seat belts		

No	Road Safety Policy Area	Objective	Description of action	Objectively verifiable indicator(s)	Means of verification
14.0	Road Safety Policy Monitoring, Reporting	To monitor and report on implementation of road safety programmes and activities- achievements ,impact and areas of improvement	MDAs to establish and maintain records of road safety events. These shall include the following: i. Accident reporting and follow up reports ii. PC Quarterly reports iii. Incidents and near misses iv. Training and road safety sensitization evaluation reports	• Policy in place • Records of all road safety events made available in a prescribed format	• Policy documents • Reports
15.0	Ethics and etiquette	To reduce traffic accidents by ensuring discipline among drivers which is extended to other road users	• Educate drivers/staff on work ethics and etiquette • Courtesy and integrity values • Always to dress officially	• Policy formulated and promotional campaigns undertaken • Reduced number of incidences • Awareness programmes on ethics and etiquette implemented	• Policy documents • Reports

SECTION 4

ROAD SAFETY POLICY AREAS FOR TECHNICAL AGENCIES

Due to their roles and mandate, some MDAs role in road safety is high and elevated. These MDAs are supposed to have road safety units as envisaged in this guidelines and the PC guidelines of FY 2020/2021.

These agencies are listed in Appendix 6;

Some of these technical agencies include:

1. Road Agencies
 - a. KeNHA
 - b. KURA
 - c. KERRA
 - d. KRB
2. The National Police Service
3. The Coordination of National Government(county and Regional Commissioners)
4. National Transport and Safety Authority
5. The Ministry of Health
6. Nairobi Metropolitan Services

Other consideration for classifying some MDAs to be technical agencies is the fact that they have large fleets of vehicles and hence need to have RSU. The full list of MDAs need to establish and RSU is listed in Appendix 6

Owing to the above, these MDAs will have different targets over and above the rest of the MDAs based on the policy areas below:

Table 2: Table showing Road safety policy areas, objectives, description of activities and verification of indicators for Technical MDAs

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
ROAD SAFETY POLICY AREAS FOR ROAD AGENCIES					
1.	Road safety Audits	To improve on road safety on all roads	• Road safety audits on all road designs • Road safety assessments on existing roads • Star Rating of road networks • Implementation of road audits reports	• Improved road designs with road safety incorporated • More road networks assessed • Star Rating of the major road networks	• Policy on road safety included in the instruction's policy • Reports
2.	Ten percent(10%) of road budgets to be dedicated to road safety programmes	To progressively increase investment in road safety	• Proactive allocation of 10% to road safety programmes • All GoK funded projects to stick to this 10% principle	Allocated funds to road safety programmes	• Road safety programmes implemented
3.	Promotion of NMT in the Road Network	To ensure the needs of all road users as part of sustainable are catered for sustainable transport	• NMT Policy • Implementation plan on NMT policy both on new and existing road infrastructure	• Length of road network with NMT facilities • Number of road users using NMT facilities	• Policy of NMT in place • Surveys • Reports
4.	Maintenance and improvement of existing road infrastructure to enhance road safety	To enhance road safety in existing roads networks	• Identify the number and location of deaths and injuries by road user type, and the key infrastructure factors that influence risk for each user group;	• Hazard section and spots identified • Road assessments done • Speed management plan on the road networks	• Policy in place • Reports on road safety assessments • Blackspot treatment in plan

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
			• identify hazardous road locations or sections where excessive numbers or severity of crashes occur • conduct safety assessments of existing road infrastructure and implement proven engineering treatments to improve safety performance; • speed management and speed sensitive design and operation of the road network; • Work zone safety.	• Word zone manual and policy in place • Blackspot treatment plan implemented	• Reports on blackspot treatments
5.	Promote development of safe new infrastructure that meets the mobility and access needs of all users	Ensure new road infrastructure are safe and inclusive for all road users.	• Independent road safety audits • Full implementation of the road safety audits reports	• Number of independent road safety audits conducted • Length of NMT in place compared with the motorized	• Reports • Surveys
6.	Road engineering and management policies	Transform the planning, design and ongoing management of Kenya's road network to protect road users from death or serious injury.	• Road safety engineering capacity building • Non-Motorized Safety Demonstration Projects • Ensure Safe road design and management	• Policies in place • Increased number of trained personnel on road safety engineering, road safety audits • Road safety audits undertaken and	• Policy documents • Training reports • Road Audit reports

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
			• Road safety assessment and investment • Speed limit reform • Road safety audits • Hazardous location identification and improvements	• recommendations implemented • Hazardous areas identified and treated • Speed reform projects implemented	
ROAD SAFETY POLICY AREAS FOR NATIONAL POLICE SERVICE (NPS)					
7.	Compliance and Enforcement policies		• Demonstrate and rollout major enforcement programs on road safety interventions and associated campaigns • Prosecute traffic offences • Conduct crash investigation • Collect, collate and share crash and fatalities data with NTSA • Enforcement capacity building • Initiating national observational surveys on critical safety behaviour • Automatic speed enforcement	• Improved levels of compliance demonstrated by increased uptake of helmet use, use of safety belts, not speeding, carrying excess passengers, drunk driving etc. • Number of crashes investigated • Data on road traffic crashes and fatalities • Surveys undertaken • Increased number of traffic cases prosecuted	• Policies in place • Reports on compliance • Survey reports • Crash data reports

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
ROAD SAFETY POLICY AREAS FOR MINISTRY OF HEALTH AND OTHER EMERGENCY RESPONSE SERVICE AGENCIES					
8.	Emergency response, incidence management and post -crash care		• Serviceable ambulance services • Hot lines for emergency response for road traffic crashes • Trainings for staff and community on emergency response	• Policy in place • Improved emergency response and post -crash care services • Emergency response hotline available to the public • Increased number of trained emergency staff and community	• Policy documents • Report on serviceable ambulances, hotline • Report on trainings
ROAD SAFETY POLICY AREAS FOR MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT- National Government Administrative Officers (NGAO)					
9.	Management and coordination of Boda Boda safety and security	To enhance the safety and security of Boda Boda operations in the country	• Registration and profiling Boda Boda operators in all the Counties from sub-location level • Initiate Formation of Boda Boda SACCOS • Undertaking public Baraza sensitization and public education programmes • Enforcement of traffic violations and security related issues • Reporting traffic crashes and injuries	• Policy in place • Report on registered boda boda operators • Report on SACCOS formed • Public education reports • Enforcement activities reports • Accident reports	• Policy document • Reports with evidence

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
			related to Boda Boda operations		
ROAD SAFETY POLICY AREAS FOR THE NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE					
10.	Control of Drug and Narcotic Substance to enhance road safety	To reduce the number of road traffic crashes and fatalities related to drug, alcohol and substance abuse	• Carry out Sensitization and public education programmes on drunk and drug driving and the attendant consequences • Research in alcohol, drug and substance abuse road safety related topical areas	• Policy formulated and promotional campaigns undertaken • Reduced number of drunk driving incidences	Policy document Reports on research and awareness campaigns
ROAD SAFETY POLICY AREAS FOR THE REGISTRATION OF BIRTHS AND DEATHS INSTITUTION					
11.	Support and implement road safety data systems that support generation of evidence based policy	To establish reliable and accurate data so as to raise awareness about the magnitude of road traffic injuries, correctly identify risk factors and priority issues, support development of policies and strategies, and monitor and evaluate progress.	• Contribute to the development of a national crash database • Develop comprehensive road safety monitoring and reporting tools accounting for road crashes, injuries and deaths, analyzed by county, age, gender, human population, vehicle population, and estimated socio-economic cost	• Improved road safety data management system in place • Improved software and procedures for capturing crash data • Trained agencies	• Data system Reports • Training reports

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
			• Training Police, the NTSA and other user agencies on the use of the road crash data system		
ROAD SAFETY POLICY AREAS FOR THE NATIONAL TREASURY AND PLANNING- THE INSURANCE REGULATION AUTHORITY(IRA)					
12.	Policy to incentivize and reward safe road behavior through premium adjustments	To improve driver/rider/road user behaviours through incentives for good behaviour on the road and disincentivize for the bad behaviour	• Reward good drivers through premium reduction among other incentives • Punish bad behaviours of drivers/road users by adjusting the premium higher • Educate the members of the public on the same	• Improved behaviour through premium adjustments • Policy formulated and put in place	• Policy /legislation in place • Reports
13.	Policy to Incentivize and reward for the use of safer vehicles through policy adjustments	To improve road safety by enhancing safer vehicle use through insurance practices	• Penalize unsafe and unroadworthy vehicle use through higher premium • Lower premium safer vehicles	• Improved safer vehicles use through premium adjustments • Policy formulated and put in place	• Policy /legislation in place • Reports
14.	Policy on increased support and funding for post-crash care: • Prehospital post-crash care • ii. Hospital based medical care for	To enable industry players support post-crash care through investment in post-crash care	• Encourage/demand the players in the industry to invest in post-crash care insurance service	• Number of insurance companies offering post-crash care insurance service	• Policy /legislation in place • Reports

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
	all types and degree of injuries • iii. Rehabilitations-physical and psychological				
15.	Road Safety data sharing	To improve road safety data through collaboration with insurance companies and other stakeholders	• Share insurance data with NTSA • With support of stakeholders, profile driver for purposes of information sharing	• Data sharing in place • Improved data and research	• Policy /legislation in place • Reports
16.	Policy on road safety funds through insurance levies	Enhance sustainable road safety funding in Kenya	• Allocate a percentage of insurance premiums to support road safety programmes(as envisaged in NTSA Act)	• Policy in place • Dedicated funds to support road safety	• Policy /legislation in place • Reports
ROAD SAFETY POLICY AREAS FOR KENYA INSTITUTE OF PUBLIC POLICY RESEARCH AND ANALYSIS (KIPPRA)					
17.	Road safety research related policies	Promote research in road safety	• Identify fundamental research areas in road transport and safety • Carry out research • Organize conferences, media forums, to disseminate findings • Advocacy for implementation	• Road safety research policy in place • Research reports	• Road safety research policy • Road safety research reports

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
ROAD SAFETY POLICY AREAS FOR MINISTRY OF INDUSTRIALIZATION, TRADE AND ENTERPRISE DEVELOPMENT-Kenya Bureau of Standards					
18.	Safe vehicle standards Policies	Increase the safety of vehicles entering the Kenya vehicle fleet, and compliance with standards for roadworthiness and vehicle modification	Develop and implement a Vehicle Safety Standards Program	• Vehicle safety standards policies in place • Vehicle standards implemented	Reports
19.	Safe Road safety PPEs standards Policies	Enhance the safety of PPEs entering Kenya used by motorists, passengers	Develop and implement Road safety PPE Safety Standards including Helmet ,seat belts standards	PPE standards policies in place PPE standards implemented	Reports
20.	Public education and awareness	Increase awareness on vehicle standards	Carry out public education and awareness programmes on vehicle standards, and safe Road safety PPEs	Public education campaigns undertaken	Reports
ROAD SAFETY POLICY AREAS FOR MINISTRY OF EDUCATION-Kenya Institute of Curriculum Development(KICD)					
21.	Road safety curriculum and policies	To develop and deploy a road safety curriculum consistent with safe system principles, and deliver safe road environments for children on their way to and from school.	• Develop road safety learning, teaching materials, and in-service training for teachers • Disseminate copies of road safety support materials for primary schools.	• Road safety learning and teaching materials • Number of schools receiving materials	• Policy document • Learning and teaching materials on road safety disseminated

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
ROAD SAFETY POLICY AREAS FOR STATE DEPARTMENT FOR UNIVERSITY EDUCATION AND RESEARCH-Universities					
22.	Data and Research development Policy	To establish, support and implement modern road safety data systems and research that supports generation of evidence based policy, and robust monitoring and evaluation.	- input on the design of a new road crash data system to support future research needs - Establish road safety research collaboration between government's primary road safety agencies and tertiary institutions.	- Formed technical group to coordinate partnerships - Road safety related researches supported by crash data	Activity reports
23.	Capacity building on road safety		- Establishment of university programmes related to road safety either as short courses or at degree level and beyond - Links between local universities and internationally recognized road safety research institutions.	Road safety courses being offered at the Universities	- Policy document - Reports on Courses offered - Reports on established collaboration with international institutions on road safety research
ROAD SAFETY POLICY AREAS FOR STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING					

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
24.	Driver Training	Quality driver training to improve driving skills and enhance road safety	• All TVETs Institutions including NYS to apply to be licensed to conduct driver training • Conduct driver training	• Licensed TVETS to conduct driver training • Number of students enrolled • Number of trained and licensed drivers	• Reports on licensed TVET • Reports on drivers trained and qualified

ROAD SAFETY POLICY AREAS FOR MINISTRY OF LANDS AND PHYSICAL PLANNING

25.	Road safety responsive physical planning for land Use	To enhance road safety through safe physical planning for land use	• Develop physical planning guidelines taking into consideration the road safety needs of all road users- pedestrians, motorists, Boda Boda operators • Develop the implementation plan for the guidelines • Implement the plans	• Reports • Guidelines in place	• Reports • Guidelines
26.	Public education and awareness	Create awareness on physical planning guidelines	• Carry out public awareness initiatives	Reports	Reports Guidelines

ROAD SAFETY POLICY AREAS FOR MINISTRY OF ENERGY-Energy and Petroleum Regulatory Commission (EPRC); Kenya Nuclear Board

No	Road Safety Policy Area	Objective	Description of activities	Objectively verifiable indicator(s)	Means of verification
27.	Road safety policies on transportation of hazardous material and fuels	To enhance road transportation of fuels and hazardous material	• Develop Internal Road Safety Policy Guidelines for transporters • Develop implementation plan guidelines to support transporters implement their internal road safety policy • Train transporters on the development and implementation of the internal road safety policies • Conduct safety audits on compliance to their internal road safety policies and implementation of their plans • Monitoring and evaluation of implementation of internal road safety policies	• Developed internal road safety policies • Number of transporters implementing their internal road safety policies	• Reports on development and implemented internal road safety policies • Reports on safety audits
28.	Training transporters on compliance with safety regulations	To increase knowledge on road safety that will ensure safe	• Train transporters on the development and implementation of the	• Number of trained transporters	• Reports on training

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
		transportation of fuels and hazardous material	internal road safety policies • Conduct periodic safety audits on compliance to their internal road safety policies and implementation of their plans	• Safety Audits undertaken	• Safety audit reports
ROAD SAFETY POLICY AREAS FOR STATE DEPARTMENT FOR PETROLEUM -National Oil Corporation of Kenya ; Kenya Pipeline Company; Kenya Petroleum Refineries					
29.	Capacity building transporters on compliance with safety regulations	To increase knowledge on road safety that will ensure safe transportation of fuels and petroleum products	• Train transporters on the development and implementation of the internal road safety policies • Conduct periodic safety audits on compliance to their internal road safety policies and implementation of their plans	• Number of trained transporters • Safety Audits undertaken	• Reports on training • Safety audit reports
30.	Training transporters on compliance with safety regulations	To increase knowledge on road safety that will ensure safe transportation of fuels and hazardous material	• Train transporters on the development and implementation of the internal road safety policies • Conduct periodic safety audits on compliance to their internal road safety	• Number of trained transporters • Safety Audits undertaken	• Reports on training • Safety audit reports

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
			policies and implementation of their plans		
ROAD SAFETY POLICY AREAS FOR MINISTRY ICT, INNOVATION AND YOUTH AFFAIRS -Communications Authority of Kenya ; Media Council of Kenya; Kenya Film Classification Board					
31.	Support policy on development of a robust web-based national crash system and database	To enhance road safety leveraging on ICT	• Support development of a web-based system for road crash data capture, storage, analysis and dissemination • Improved software and procedures for capturing crash data • Capacity building and training user agencies of the road crash data system	Developed data systems in place	System development report
32.	Road safety education and public awareness	To improve road safety knowledge and awareness amongst the general public through media-radio,print,TV	• Conduct targeted road safety education and outreach programmes across the 47 Counties • Carry out surveys on the effectiveness of road safety messaging, media campaigns • Run infomercials with road safety messages	Number of road safety programmes undertaken	

No	Road Safety Policy Area	Objective	Description of activities	Objectively verifiable indicator(s)	Means of verification
33.	Youth empowerment policy targeting Boda Boda rider	The policy is to offer targeted support to the Boda Boda transport sub-sector in formation of Savings and Credit Cooperatives Organizations (SACCOs), sponsoring rider trainings and public awareness campaigns.	• Development of the Boda Boda riders empowerment policy • Development of Boda Boda SACCO framework • Implementation of the policy • Training of Boda Boda riders on savings and safety	• The policy document in place • Implementation plan/framework • Number of SACCOS • Trained riders	Policy document and framework

ROAD SAFETY POLICY AREAS FOR MINISTRY OF DEVOLUTION AND THE ASALS

34.	Policy to enhance road transport safety at County Government Levels as a devolved function	To integrate road safety into all policies, programs, projects at County Government levels	• Establishment of County Transport and Safety Committees(CTSCs) as per the NTSA Act 2012 which shall form a functional link between National and County Governments to address road safety challenges • Capacity building CTSCs in collaboration with NTSA	Established and operationalized CTSCs	Reports on CTSCs
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ROAD SAFETY POLICY AREAS FOR MINISTRY OF TRANSPORT, INFRASTRUCTURE,HOUSING, URBAN DEVELOPMENT AND PUBLIC WORKS

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
35.	Road Transport integration Policy	Strengthen Road Transport Policy	Integration of road safety into all policies, programs, projects of all ministries, departments and agencies of government at National and County levels	Road safety mainstreaming plan of activities at both National and County Levels	Report on road safety mainstreaming
36.	Transport Research policy	Finalize and implement the Transport Research policy	- Organize stakeholder validation workshop to finalize the Transport Research policy - Disseminate the Policy - Implement the Policy	Transport Research policy in place	Transport Research policy Workshop report
ROAD SAFETY POLICY AREAS FOR KENYA PORTS AUTHORITY					
37.	Mombasa Port Community Charter	Improving road safety through implementation of Road safety related activities espoused in the Mombasa Community Port Charter	Implement Mombasa Port Community Charter Road safety related programmes	Identified road safety activities implemented	Report on road safety activities implemented

<i>No</i>	<i>Road Safety Policy Area</i>	<i>Objective</i>	<i>Description of activities</i>	<i>Objectively verifiable indicator(s)</i>	<i>Means of verification</i>
ROAD SAFETY POLICY AREAS FOR THE NAIROBI METROPOLITAN AREA TRANSPORT AUTHORITY(NAMATA)					
38.	Policies to support the establishment of an integrated, efficient, effective and sustainable Urban Public Transport system within the Nairobi Metropolitan Area.	To enhance a safe, reliable and efficient urban public transport system within Nairobi Metropolitan Area	• Pedestrianize Nairobi city • Traffic control • Decongestion of Nairobi • Management of parking spaces for PSVs accessing the CBD • Enforcement of encroachment on road reserves	Policies in place	Policies implemented
ROAD SAFETY POLICY AREAS FOR NAIROBI METROPOLITAN SERVICES (NMS)					
39.	NMT Policies	To improve urban mobility	• Construction of pedestrian walkways • Enforcement on encroachment of pedestrian walkways • Traffic control	• Improved urban mobility • Improved walkways • Improved traffic control	Policies implemented

SECTION 5

5.1.DESCRPTION OF THE ROAD SAFETY MAISTREAMING INDICATORS

This section explains in detail the specific actions to be undertaken by the MDAs as per the sub-indicators listed in the table below. Every Government Ministry, Department and Agency shall establish annual key performance indicators based on these National indicators provided by NTSA and approved by the Performance Contracting Unit and described in the Performance Contracting Guidelines for the FY 2020/2021.

Sub-indicator(s)	Description of action
a) Domestic work place policy on road safety. (25%)	This will be anchored on the guidelines provided in the NTSA website (www.ntsago.ke). MDAs will be expected to domesticate the road safety policy taking into consideration the road safety policy areas in the policy guidelines.
b) Prepare an annual implementation plan for the Road Safety Policy. (5%)	The annual implementation plan (work plan) will entail all the road safety activities planned by the MDAs to be undertaken as their domesticated Road Safety Policy, during the contract period 2020/2021, in reference to these Road safety Policy Guidelines.
c) Implement the plan. Key components include the following :(50%) i. All technical Agencies will establish a Road Safety Unit while other MDAs will constitute a Road Safety Committee to steer road safety mainstreaming within the MDAs [10%]	a) Road safety committees (RSCs) and Road Safety Units will be formed as per the guidelines provided in Appendix 4 and 5 – ToRs and functions of RSCs and RSUs of the Road safety policy guidelines.

ii. Conduct a technical training for members of the road safety Unit/Committee and champions[20%]	b) NTSA will share a training schedule of trainings with all the MDAs. NTSA will conduct all the trainings during the first and second quarter of the contract period.
ii. Sensitize the Management team and all members of staff on road safety[20%]	Sensitization of management teams and members of staff on road safety will be undertaken by trained champions/liaisons of the RSCs, RSUs who will be qualified as Trainers. This will be done in collaboration with NTSA. MDAs shall submit reports for evaluation
iv. Conduct specialized safety training for road users[20%]	Road User is anyone who uses a road, such as a pedestrians, passengers, motorcyclists, driver cyclist or motorist and is exposed to certain road safety risks. In these guidelines the road users will include drivers, pedestrians, passengers, motorcyclists pillion passengers and cyclists as Government employees and prospective ones; clients, contractors, consultants, facilitators, members of the public and visitors at any GOK institutions Examples of what MDA can undertake include: 1) Quarterly training/sensitization of Staff and clientele in their institutions on Road Safety 2) Coordinate to have the drivers in their institutions trained in defensive driving 3) Sensitization of the and clients of the institution on road safety 4) Sensitization/training of the contractors and consultants of the institution on road safety. NOTE: a. Each MDA is to conduct a minimum of two(2) activities in this section

	b. These activities can be achieved by use of consultancies on road safety/training institutions
v. Conduct Road Safety training in the community[20%]	Community include - the geographical area/s proximity to the MDAs - Any other area the MDA may have an interest in or have a project in NOTE: (Each MDA is expected to pick a minimum of four targets here) Training in this guidelines can take some of the listed areas below: 1) Conduct sensitization campaigns targeting pedestrians, Motorcyclists and pillion passengers, Children 2) Support traffic marshals to assist pedestrians to safely cross the road. If it is near a school for example assist children to cross safely 3) Provide lollipop signs and traffic marshals to assist pedestrian crossing 4) Provide Road markings to enhance safety within their area of jurisdiction, compounds 5) Participation and observance of National and Global Road Safety events at their institutions and geographical areas e.g. World day of Remembrance of Road Traffic Victims marked every 3rd week of November every year; The UN Safety Week; Road safety events, forums, talk shows, seminars organized by NTSA etc. 6) Provide and maintain rest sheds for Boda Boda operators. 7) Provision of resources to train bodaboda in MDA'S Community

	8) Sensitizing the families of members of staff on road safety 9) Taking school children to children's park 10) Include road safety messages on institution's I.E.C materials disseminated to the members of the public (These activities can be achieved by use of consultancies on road safety/training institutions)
vi. Include mechanism for monitoring compliance and reporting non-compliance on the road (This include reporting black spots, belting up, observing speed limits, lane discipline, reckless driving, crashes, among others as stipulated in the policy [10%])	The reporting templates are provided as Appendix 3 in the guidelines
d) Submit quarterly reports to NTSA in prescribed format (to be downloaded from the NTSA website) within the Month after the end of the quarter. (20%)	All support tools and information (Annual Work Plan Format reporting template, disaggregated data template) can be accessed via www.ntsago.ke . Quarterly progress reports and annual reports will be submitted to NTSA within timelines (by 15th of the month following end of a quarter) provided in Section 5.6.1 of the Performance Contracting guidelines using the prescribed format. The reports should be scanned and emailed to roadsafetymainstreaming@ntsago.ke The NTSA will analyze MDAs' annual reports and issue a certificate of compliance at the end of the performance contract period.

SECTION 6

6.1. ROLES AND RESPONSIBILITIES

1) THE NATIONAL TRANSPORT AND SAFETY AUTHORITY(NTSA)

Responsibilities

- i. The Authority shall establish the mechanism for Capacity building in Road Safety within government by among other things accrediting institutions and courses for the purpose of training of persons in road safety.
- ii. Establish annual key performance indicators for every MDAs
- iii. Provide support in development and implementation of Road Safety Policies and Work plans
- iv. Analysis and reporting of all data and reports of road crashes and near misses recorded by MDAs
- v. Support Road Safety awareness initiatives to all employees
- vi. Sharing reports on authenticity of statutory compliance documents including Driving Licenses, inspection certificates etc.
- vii. Advise and make recommendations on matters relating to overall road transport and safety

2) THE MDAs LEVEL

MINISTRIES

Responsibilities

- i. Provide necessary support to the various levels in their respective institutions towards effective implementation of the Road Safety Policy in keeping with the performance contract.
- ii. Negotiate PC targets, sign and cascade PC at various levels in the institution for implementation.
- iii. Ensure that all government ministries, departments and agencies establish Road Safety committees and or Units.
- iv. Develop budgets estimates for the established Road Safety committees and or Units in each of the government department, agencies and ministries.
- v. Develop a proposal of possible ways of funding of these Road Safety committees and or Units.

- vi. Review and approve Road safety policies and work plans

STATE CORPORATIONS

Responsibilities

- i. Ensure that Road Safety Policies and work plans are developed and implemented in each of the state corporation
- ii. Ensure establishment of RSCs and RSUs are established and functioning within each structure of state corporation
- iii. Monitoring and evaluation of the road safety mainstreaming as per the Road safety policy guidelines including the road safety work plans of each state corporation.
- iv. Provide necessary support to the various levels in their respective institutions towards effective implementation of the Road Safety Policy in keeping with the performance contract.
- v. Negotiate PC targets, sign and cascade PC at various levels in the institution for implementation.

TERTIARY INSTITUTIONS

Responsibilities

- i. Provide necessary support to the various levels in their respective institutions towards effective implementation of the Road Safety Policy in keeping with the performance contract.
- ii. Negotiate PC targets, sign and cascade PC at various levels in the institution for implementation.
- iii. Ensure that Road Safety Policies and work plans are developed and implemented in each of the state corporation
- iv. Ensure establishment of RSCs and RSUs are established and functioning within each structure of state corporation
- v. Monitoring and evaluation of the road safety mainstreaming as per the Road safety policy guidelines including the road safety work plans of each state corporation.

Authorized Officers

Responsibilities:

- i. Implementing decisions on Road Safety;
- ii. Mainstreaming the Road Safety Policy in all policies, procedures and practices;
- iii. Promoting Road Safety in the business processes of the institution;
- vi. Preparing and forwarding quarterly reports on implementation of the Road Safety Policy to responsible agency

Individual Public Officers

Responsibilities:

- i. Observing road safety guidelines in all their undertakings
- ii. Reporting cases of road crashes, near misses and any other incidences that may lead to traffic crashes and injuries in the workplace and
- iii. Providing timely information required in the evaluation of the implementation of Road Safety policies

3) Road Safety Committees (RSCs).

They shall be charged with the responsibilities as per **Appendix 4** of these Guidelines.

4) Road Safety Units (RSUs)

These shall be the implementing units at the MDA level. The RSU functions are stipulated in **Appendix 5** of the Guidelines.

SECTION 7

7.1 Monitoring, Evaluation, Research, Reporting

7.1.1 Monitoring, Evaluation and Reporting

Monitoring and Evaluation tools will be designed by NTSA and shared on the NTSA Website. The MDAs focal person will coordinate reporting at MDAs level compiling quarterly and annual reports as per prescribed formats by NTSA and submitting them accordingly.

Quarterly reporting –All quarterly reports will be submitted the latest **15 days** after the end of every quarter.

7.1.2 Data and Research

The NTSA will in collaboration with MDAS and partners undertake research activities on Work Place related Road Safety where is appropriate to inform Road Safety interventions and Policy directions. This information will also inform baselines and development of future PC Targets. Crash data collected will inform the National crash data base.

APPENDIX 1: ROAD SAFETY MAINSTREAMING ANNUAL IMPLEMENTATION PLAN FY 2020-2021

THE LOGO OF THE MDA

ROAD SAFETY MAINSTREAMING ANNUAL IMPLEMENTATION PLAN FY 2020-2021							
NAME OF INSTITUTION:							
STATE DEPARTMENT				NO.			
MINISTRY		Number of Staff					
		Number of Government/Institution vehicles					
FINANCIAL YEAR		Number of vehicles contracted					
		Number of Institutional Drivers					
		Number of Staff Driving					
		Number of Staff Riding					
				TIME FRAME			
PC Indicator(s)	Activity	Specific Activities	Target (%)	Q1	Q2	Q3	Q4
Domesticate work place policy on road safety. • <i>(This will be anchored on the guidelines provided in the NTSA website (www.ntsago.ke)</i>	e.g. Develop a road safety workplace policy	1. e.g. mobilization of a working group	25				
		2. or hiring a consultant to develop the policy					
		3. Hold meetings or workshop					

<i>((Please Note that the Public institution shall submit their Implementation plans before the end of Q1))</i>		4. Develop the policy, validate the policy etc					
		5. Approval of the policy					
		6.					
Prepare an annual implementation plan for the Road Safety Policy. <i>(workplan as per this template)</i>	Prepare the annual implementation plan	1.	5%				
		2.					
		3.					
		4.					
Implement the plan. <i>Key components include the following:</i>	1) Establish Road safety committees (RSCs) or Road Safety Unit <i>(All technical Agencies will establish a Road Safety Unit while other MDAs will constitute a Road Safety Committee to steer road safety mainstreaming within the MDAs as per guidelines)</i>		50%				
		1.					
	2) Conduct a technical training for members of the road safety Unit/Committee <i>(This is done with the support of NTSA)</i>	2.					
		3.					
	3) Sensitize the Management team of MDAs and all members of staff on road safety <i>(Examples of possible activities are described in Section 5 of the Policy Guidelines)</i>						
		1.					
		2.					
		3.					
	4) Conduct specialized safety training for road users <i>(Examples</i>	4.					
		1.					
		2.					

	<i>of possible activities are described in Section 5 of the Policy Guidelines)</i>	3.					
	Implement mechanisms for monitoring compliance and reporting non-compliance on the road (This include reporting black spots, belting up, observing speed limits, lane discipline, reckless driving, crashes, among others as stipulated in the policy) <i>(Examples of possible activities and reports are described in Section 5 of the Policy Guidelines)</i>	1.					
		2.					
		3.					
		4.					
		5.					
Submit quarterly reports to NTSA in prescribed format (to be downloaded from the NTSA website) within 15 days after the end of the quarter.	Submission of Q1 or Q2 or Q3 or Q4 Report		20				
Total			100%				
APPROVED BY							
DATE							
SIGNATURE							

NOTES:

1. The institution identifies the activities of each PC indicator and populates appropriate specific activities.
2. The sub-activities are then distributed for implementation on the four quarters as appropriate
3. The areas *marked in red and in brackets* gives guidelines and makes reference to particular section of the policy guidelines. These areas are to be removed in the final implementation plan document.

APPENDIX II: ROAD SAFETY MAINSTREAMING REPORTING TEMPLATE

THE LOGO OF THE MDA

ROAD SAFETY MAINSTREAMING REPORTING TEMPLATE					
NAME OF INSTITUTION					
STATE DEPARTMENT					
MINISTRY			NO		
REPORTING PERIOD	QI,Q2,Q3 ,END YEAR	Number of Staff Number of Government/Institution vehicles			
FINANCIAL YEAR		Number of vehicles contracted Number of Institutional Drivers Number of Staff Driving Number of Staff Riding			
PC Indicator(s)	aSpecific Activities <i>(as per the implementation Plan)</i>	bOutputs <i>(as per the sub-activity)</i>	Target (%)	Unit of Measure	Verifiable indicator(s)
Domesticate work place policy on road safety. <i>(Please Note that the Public institution shall submit the Policy before the end of Q1)</i>	1. e.g. mobilization of a working group	(Eg) Working Group in Place etc	25	%	(eg)Appointing letters etc
	2. (eg)or hiring a consultant to develop the policy	(eg)The consultant hired etc			(eg)Contract document etc
	3. (eg) Develop the policy, validate the policy etc				(eg)Validated copy etc

	4. (eg) Hold meetings or workshop to validate the policy etc	Validation workshop held			
	5. (eg)Approval of the policy	Policy approved			
Prepare an annual implementation plan for the Road Safety Policy	1.		5	%	
	2.				
	3.				
1) Establish Road safety committees (RSCs) or Road Safety Units.	4.		50%		
	5.				
	6.				
	7.				
2) Conduct a technical training for members of the road safety Unit/Committee and champions	1.				
	2.				
	3.				
	4.				
	5.				
3) Sensitize the Management team of MDAs and all members of staff on road safety	1.				
	2.				
	3.				
	4.				
4) Conduct specialized safety training for road users	1.				
	2.				
	3.				
	4.				
5) Conduct community road safety training	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
6) Compliance Monitoring & Reporting (as per the compliance template provided)					
Submit quarterly reports to NTSA in prescribed format (to be downloaded from the NTSA			20		

website) within 15 days after the end of the quarter.					
Total			100		
REPORT COMPILED BY:					
DATE					
SIGNATURE					
REPORT APPROVED BY:					
DATE					
SIGNATURE					

NOTES:

NB: Please note the following:

1. ^aThe specific activities will be derived from the implementation plan developed by each MDAs
2. ^bThe outputs to be reported is as per the sub-activity in in the previous column. This is what each of the MDAs will be measured and evaluated on.
3. **Delayed submission of reports:** A report submitted beyond the due date shall attract a penalty of up to 10% of the total quarterly score. However, this is restricted to fifteen calendar days after the deadline, beyond which the report will not be admissible.
4. **Reporting format:** All reports must be submitted in the Authority's provided templates in the NTSA Website. Any report submitted other than in the format provided will be deemed non-compliant
5. **Feedback:** The Authority shall provide feedback on the reports submitted not later than six weeks following the end of a quarter.

APPENDIX 3: COMPLIANCE MONITORING AND REPORTING TEMPLATE

THE LOGO OF THE MDA

COMPLIANCE MONITORING AND REPORTING TEMPLATE

NAME OF INSTITUTION			
STATE DEPARTMENT			
MINISTRY			
REPORTING PERIOD		Q1,Q2,Q3 ,END YEAR	
FINANCIAL YEAR			

	NON-COMPLIANCE ISSUES	PARTIES INVOLVED	NUMBERS
1.	Reckless driving	☐ Member of Staff	
		☐ Official Driver/s	
		☐ Contractors	
		☐ Clients	
		☐ Member of Public	
		☐ Member of Staff	
2.	Speeding	☐ Official Driver/s	
		☐ Contractors	
		☐ Clients	
		☐ Member of Public	
		☐ Member of Staff	
		☐ Official Driver/s	
3.	Drink Driving	☐ Contractors	
		☐ Clients	
		☐ Member of Public	
		☐ Member of Staff	
		☐ Official Driver/s	
		☐ Contractors	
4.	Drug Driving	☐ Clients	
		☐ Member of Public	
		☐ Member of Staff	
		☐ Official Driver/s	
5.	Lane Indiscipline	☐ Contractors	
		☐ Clients	
		☐ Member of Public	
		☐ Member of Staff	
		☐ Official Driver/s	
		☐ Contractors	
6.	Non-Seat Belt Use	☐ Member of Staff	
		☐ Official Driver/s	
		☐ Contractors	

		☐	Clients	
		☐	Member of Public	
7.	Non Helmet Use	☐	Member of Staff	
		☐	Official Driver/s	
		☐	Contractors	
		☐	Clients	
		☐	Member of Public	
8.	Non-use of Reflector Jackets	☐	Member of Staff	
		☐	Official Driver/s	
		☐	Contractors	
		☐	Clients	
		☐	Member of Public	
9.	Usage of Phone whilst driving/Distracted driving	☐	Member of Staff	
		☐	Official Driver/s	
		☐	Contractors	
		☐	Clients	
		☐	Member of Public	
10.	Others(specify)			
	ADVERSE OUTCOMES		DESCRIPTION	NUMBERS
1.	Incidences/Crashes/Accidents	☐	Near misses/missed collisions	
		☐	Property Damage only	
		☐	Non Injury Accidents	
		☐	Injuries	
		☐	Fatal Injuries	

APPENDIX 4

Terms of Reference

Road Safety Committee (RSC)

1. Name of RSCs

The committee shall be known as a road safety committee.

2. Members

Minimum of 6 and a maximum of 12 persons; (the institution to determine the number of people that will sit on their RSCs).

3. Purpose of the Committee

To facilitate and coordinate mainstreaming of Road Safety in in line with the PC guidelines.

4. Duties and Functions of the Committee

- a) Coordinate the development of the road safety policy
- b) Implementation of the institutional Road Safety strategic objectives and work plans in line with the existing national and institutional policies and strategies.
- c) Development of budget proposal on Road Safety activities for the management approval.
- d) Sensitization and awareness campaigns on the Road Safety risk factors among the employees
- e) Lobbying for development and periodic review of the Road safety policies within the institution
- f) Monitoring and evaluation of the implementation of Road safety activities in line with the Implementation Plan
- g) Promoting collaboration, partnerships and networking with key stakeholders through the institution's management to enhance advocacy and implementation of Road Safety activities.
- h) Coordination, design and production of Information, Education and Communication materials on road safety within the institution.
- i) Drawing action plans and reporting back the progress to management and NTSA.
- j) Review all incident, and crash investigation reports and make further recommendations to management, to mitigate future occurrences and employee improvement in terms of safety on the road.
- k) Consult with professionals who are technically qualified to advise the committee on road safety matters.

5. Meetings

Meetings will be held monthly or at the call of the chair. A combination of face-to-face and teleconference meetings will be used.

6. Reporting

Prepare quarterly reports to management and submit a copy to NTSA through the NTSA website as per the prescribed format. Quarterly reports to be submitted on or before the 15th day after the end of the quarter.

APPENDIX 5

Terms of Reference

Road Safety Unit (RSU)

1. Name of RSUs

This will be applicable to Technical MDAs as listed in this policy guidelines.

2. Staffing

This will depend on the institutions

3. Purpose of the Road Safety Unit

To facilitate and coordinate mainstreaming of Road Safety in in line with the PC guidelines and to implement the road safety policy.

4. Duties and Functions

- a) Coordinate the development of the road safety policy
- b) Implementation of the institutional Road Safety strategic objectives and work plans in line with the existing national and institutional policies and strategies.
- c) Development of budget proposal on Road Safety activities for the management approval.
- d) Sensitization and awareness campaigns on the Road Safety risk factors among the employees
- e) Lobbying for development and periodic review of the Road safety policies within the institution
- f) Monitoring and evaluation of the implementation of Road safety activities in line with the Implementation Plan
- g) Promoting collaboration, partnerships and networking with key stakeholders through the institution's management to enhance advocacy and implementation of Road Safety activities.
- h) Coordination, design and production of Information, Education and Communication materials on road safety within the institution.
- i) Drawing action plans and reporting back the progress to management and NTSA.
- j) Review all incident, and crash investigation reports and make further recommendations to management, to mitigate future occurrences and employee improvement in terms of safety on the road.
- k) Consult with professionals who are technically qualified to advise the committee on road safety matters.

5. Reporting

Prepare quarterly reports to management and submit a copy to NTSA through the NTSA website as per the prescribed format. Quarterly reports to be submitted on or before the 15th day after the end of the quarter.

APPENDIX 6

LIST OF TECHNICAL AGENCIES

According to this guidelines and for the purposes of PC cycle 2020/2021 as relates to road safety mainstreaming, technical agencies largely are MDAs whose mandate and roles touches to a great extend a number of facets in road safety.

Other MDAs do have a large fleet of vehicles and drivers or regulate sectors with large number of vehicles and drivers

These are:

- a. The Ministry of Transport ,Infrastructure, Housing and Urban Development
- b. Ministry of Interior and Coordination of National Government
- c. Ministry of Public Service and Gender
- d. Ministry of Health
- e. Ministry of Education
- f. State department for Youth Affairs
- g. Ministry of Lands and Physical Planning
- h. State Department for Petroleum
- i. National Police Service
- j. National Transport and Safety Authority
- k. Kenya National Highway Authority
- l. Kenya Urban Road Authority
- m. Kenya Rural Road Authority
- n. Nairobi Metropolitan Services
- o. Kenya Ports Authority
- p. Kenya Pipeline Company
- q. Nairobi Metropolitan Area Transport Authority(NAMATA)
- r. National Authority for The Campaign Against Alcohol And Drug Abuse
- s. Energy and Petroleum Regulatory Commission
- t. Directorate of Occupational Safety and Health

NOTE:

- a. This list can change depending on some more information from MDAs if they already have a road safety unit/section/department
 - b. MDAs establishing RSU don't need to have road safety committees(RSCs)
-

APPENDIX 7: SAMPLE TEMPLATE/OUTLINE FOR ROAD SAFETY POLICY

ROAD SAFETY POLICY TEMPLATE- GUIDELINES

*[This Policy Template describes the format and what information MDAs will include in each section of their Road Safety Policy as per the **ROAD SAFETY POLICY GUIDELINES**. It will be used as reference tool to write the Road Safety Policy. It should be made clear and easily understood for ease of implementation].*

KEY ELEMENTS

1.DOCUMENT NAME *[Insert Name of your institution/Logo, Title of the document e.g. **NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE (NACADA) ROAD SAFETY POLICY 2020**]*

2.TABLE OF CONTENTS

3.PURPOSE: *[Provide a brief statement/s about the overall purpose or reason for the policy/ outcome/s or objectives the policy intends to achieve. In this case it will be the description of a road safety challenge faced by the institution that the policy will resolve.. Do not to include the history of developing the document or any procedural steps.]*

4.SCOPE: *[Include brief statement/s specifying who the policy is targeting e.g. Employees/Staff/ or prospective employees or Clients, contractors, consultants, facilitators, members of the public etc.*

5.POLICY STATEMENT

a. *[Describe briefly **what** is the standard /principle focus area, not procedure- **how** the standard is implemented.*

*e.g. **1. Focus Area: Refresher training:***

***Description:** Employees of [MDA] who drive for work purposes will be required to complete regular [2 Weeks] or Incident Avoidance Training in order to retain their License to Drive, as well as complete periodic Individual Driver Risk Assessments. You will be given adequate notice of this and will be expected to complete these within the timescale stipulated.]*

b. *[Make reference to **SECTION 3 of The Road Safety Policy Guidelines: Road Safety Policy Areas**. Use strong action words e.g. will, must, are responsible for, etc.). Do not use “shall” in the policy statement.]*

c. *[Simple diagram/s flowcharts may be included in the policy statement; otherwise include diagrams in the appendix. The policy may also refer to other documents such as guidelines. Where related documents exist, include links to these documents and list them in the Reference section.]*

6.RESPONSIBILITIES

Compliance, Monitoring and Review

[Include brief statement/s identifying actions/responsibilities and the position/s responsible for ensuring the policy is well developed in keeping with relevant legislation, government policy, MDAs requirements/strategies/values;

- *The policy is implemented and monitored in keeping with the changing policy environment, and emerging issues; and reviewed to evaluate its continuing effectiveness.]*

7.REPORTING

[Include brief statement/s stating reporting requirements and the position/s responsible for reporting.

8.DEFINITIONS

[Define unfamiliar or technical terms or terms with special meanings for ease of understanding of the policy]

9.REFERENCES - related policies, procedures, legislation and documents, forms, guidelines and Other Resources)

[List alphabetically any authoritative references / information that supports the policy in this section. These may include Acts, other government policies, procedures, forms, templates, guidelines or committee TORs. E.g.

- ✓ *Security Laws Amendment Act, 201;*
- ✓ *NTSA Act*
- ✓ *Traffic Act*

10. APPROVAL AND REVIEW DETAILS /HISTORY. *[This is a record of significant changes by date, for the policy. This section can also be a part of the initial cover page of this policy document]*

Approval and Review	Details
Approval Authority	<i>[Relevant approval authority, e.g. Chair of the Board, DG]</i>
Advisory Committee to Approval Authority	<i>[Relevant advisory committee, e.g. RSC or RSU]</i>
Effective Date of the Policy	<i>DD/MM/YYYY</i>
Administrator(s) or responsible office	<i>[Title of position/s with overall responsibility for compliance, monitoring and review]</i>
Review Date	<i>[Provide when likely the document will be reviewed] DD/MM/YYYY</i>

11. APPENDIX or APPENDICES *(Do not include if not required)*

[Can be in the form of diagram/s, flowcharts, statistics etc. that might be helpful to readers to understand the policy. Keep them simple.]

